



भारत सरकार

Government of India

केन्द्रीय प्रधान कर आयुक्त का कार्यालय

Office of the Principal Commissioner of Central Tax

कोलकाता नॉर्थ - केन्द्रीय वस्तु एवं सेवा कर & उत्पाद शुल्क

Kolkata North - Central Goods and Services Tax & Central Excise

जीएसटी भवन, 180 शांतिपल्ली, कोलकाता / GST Bhawan, 180 Shanti Pally, Kolkata -700107

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C. No. V(30)02/CGST&CX/Kol North/Tech/TradeNotice&Orders/2020

Date:

17725-38
28 AUG 2020

Office Order No. 01/2020

Sub : Launch of e- Office in CGST & CX, Kolkata North Commissionerate, Kolkata

This is for information of all officers and staff of the Commissionerate that in compliance to the directions of the Board, e-Office, an electronic application developed by the National Informatics Centre under the Ministry of Electronics and Information and Technology (MEITY), Government of India, to carry out our office work electronically, has been launched in CGST & CX, Kolkata North Commissionerate. The application is designed with an objective to establish a paperless environment in Government offices, increase efficiency, transparency, effectiveness, employee convenience and accountability.

2. It is expected that adoption of e-Office to carry out our office work will bring in its wake an attitudinal shift and awareness and usher in more efficient, effective and transparent inter and intra government transactions. The process would benefit us and the public in terms of enhanced transparency, increased accountability, assured data security and integrity. e-Office is expected to be a huge transformation in work culture and ethics within the department.

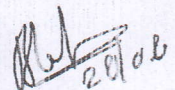
3. In view of launch of e-Office, it is directed that :-

i. All new files shall be opened electronically on the application. Physical files shall not be opened without the concurrence of Joint Commissioner in charge of the section who shall specifically record the reason for allowing the opening of the manual files. No general or repetitive reason shall be acceptable for opening manual files. Legacy files shall be migrated to the application on priority so that they can be used to carry out office work on the application.

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ii. Training material is available on the application portal for the benefit of the users. Learning Resources including videos are also available on the website of Punjab NIC <https://eofficeportal.punjab.gov.in>. One can refer to these in case of any difficulty in using the application. Further, the 'Central Secretariat Manual on e-Office Procedure' issued by the Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances and Pensions, Government of India may also be seen in this regard.

4. Difficulty faced in following these orders may be brought to the notice of the Assistant Commissioner(Tech) and Superintendent(Tech) Sri Partha Santra.


(Roopam Kapoor)
Principal Commissioner

To,

1. All Officers and Staff of Kolkata North Commissionerate, CGST & Cx, Kolkata North Commissionerate.

Copy for information to: IR NO 17725-38

28 AUG 2020

1. The Principal Chief Commissioner, CGST & Cx., Kolkata Zone.
2. The Principal Commissioner/ Commissioner, CGST & Cx., Kolkata South, Howrah, Haldia, Kolkata Audit - I, Kolkata Audit- II, Kolkata Appeal - I, Kolkata Appeal - II, Siliguri, Siliguri Appeal, Bolpur, Durgapur Audit Commissionerate.
3. Superintendent Systems, Kolkata North Commissionerate, for uploading on the website.
4. Notice Board.